



I. K. AKHUNBAYEV KYRGYZ STATE MEDICAL ACADEMY
PROVISION ON I. K. AKHUNBAYEV KSMA STUDENTS
INTERNSHIP

«Approved»

By Rector of KSMA

« _____ » _____ № _____

1. GENERAL PROVISIONS

1.1. The Provision on the students' practical training have been developed in order to ensure unique approaches to the organization, conduct and summing up of the students' practical training at KSMA. Planning and organizing the practice at all its stages ensures:

- Consistent expansion of the range of skills, abilities and practical experiences formed by students and their complication as they move from one stage of practice to another;
- Integrity of training of specialists to perform the main labor functions, as well as the relationship and coordination of all stages, components, ensuring the achievement of the goals of the practice;

1.2. The provision is developed in accordance with:

- The Law of the Kyrgyz Republic "On Education", No. 92 of 30.04.2003;
- The Labor Code of the Kyrgyz Republic GOKR of 05.03.2009, No. 148 "On Approval of Regulatory Legal Acts Regulating the Activities of Educational Organizations of Higher and Secondary Professional Education of the Kyrgyz Republic";
- GOKR of 03.03.2004 No. 53 "On State educational Standards of Professional Education in the Kyrgyz Republic";
- Order of the Ministry of Health of the Kyrgyz Republic No. 680 dated 29.09.2018 "On Approval of the Re-establishment of Clinical Bases of higher and secondary medical educational organizations of the Kyrgyz Republic for Practical training";
- Order of the Ministry of Education and Science of the Kyrgyz Republic "On the State Educational Standard of Higher Professional Education" dated September 15, 2015 No. 11 79 / 1;
- Methodological recommendations of the Ministry of Education and Science of the Kyrgyz Republic on the organization of the educational process for teaching disabled people and persons with disabilities in educational institutions of higher education, including equipment educational process: "Regulations on the educational and industrial practice of students of the medical school at the KSMA";

- Order of the Ministry of Education and Science of the Kyrgyz Republic No. 202/1 of 24.02.2020 "On the execution of the resolution Government of the Kyrgyz Republic "On Amendments to Certain Decisions of Kyrgyz Republic Government in the field of higher and secondary professional education" dated 30.12 2019 No. 718
- Order of the Ministry of Education and Science of the Kyrgyz Republic of 25.03.2020 "On the organization of the educational process through distance learning methods in higher and secondary vocational educational institutions";
- Order of the Ministry of Education and Science of the Kyrgyz Republic No. 383/1 of 11.05.2020 "On measures to complete the academic year in higher educational institutions of the Kyrgyz Republic";
- Order of the Rector of KSMA "On the creation of working groups to amend the "Regulations on internship" and correction of working programs" No. R-31 of 04.06.2020.
- In accordance with the Charter and local regulations of the KSMA.

1.3. Practice is the most important part of the educational process in the preparation of specialists with higher medical and pharmaceutical education. It is a systematic and purposeful activity of students to master the chosen specialty, in-depth consolidation of theoretical knowledge, the development of practical professional skills and competencies in the field of in the process of performing certain types of work related to future professional activities.

1.4. The general management of the internship is carried out by the Vice-rector for academic affairs. Head of the internship sector together with the CDCSKA, heads of departments within their competence, curators and managers of the internship are responsible for the organization and conduct of the internship. The deans of the faculties provide lists of students, schedules of the educational process.

1.5. The practice is conducted in organizations (clinical practice bases) that correspond to the profile of training specialists. Internship databases students ' practices are reviewed every 5 years and approved by the order Minister of Health of the Kyrgyz Republic. The use of the medical academy as a base of internship of health organizations of other ministries and departments, private and non-profit organizations is carried out with their written consent.

1.6. The basis for students internship is the order of the rector.

2. CONTENT OF THE WORKING PROGRAM OF THE PRACTICE

2.1. The main purpose of the students ' practice is to consolidate and deepen the theoretical training, the acquisition of professional competencies, skills, practical experiences, including the skills of scientific research, clinical practice.

2.2. The program of practice is developed by departments taking into account a specific specialty, separately for each type of practice, in accordance with the adopted program of the State Educational Standard, approved at MEMC and includes:

- Title page (name of the practice, faculty, course, semester, total labor intensity in credits, duration in weeks, responsible department and type of control);

- Explanatory note (form, place, duration of the practice and organization of the practice, indicating the clinical bases)
 - Goals, objectives and place of internship in the structure of the educational program;
 - The competencies of students, formed as a result of practical training (to know, be able to, master);
 - Structure and content of the internship;
 - Forms of interim assessment based on the results of the practice and the fund of evaluation tools (control questions, situational tasks, test tasks, etc.);
 - A list of educational literature (basic and additional), network resources internet and regulatory documents
 - Criteria for evaluating students ' knowledge, skills and abilities-reviews of the practical work program.
- 2.3. The program may include other information and / or materials.

3. KINDS AND TYPES OF INTERNSHIP.

METHODS AND FORMS OF CONDUCTING

3.1. The kinds and types of practices are established in accordance with the SES HPE.

3.2. Depending on the goals, the following types of internship are distinguished:

- obtaining primary professional skills and abilities;
- Consolidation of the knowledge gained by students in the course of training, obtaining professional skills and professional experience.

3.3. Depending on the conditions of holding, the following types of internship are used:

- Simulation training in the conditions of CDCSKA.
- In the conditions of health organizations. (hospitals, FMC)

3.4. Depending on the venue.

- centralized Bishkek health organizations.
- decentralized (at the place of residence or at the choice of the student)

3.5. The practice is conducted according to the approved calendar-training schedule.

4. ORGANIZATION AND MANAGEMENT OF THE PRACTICE

4.1. The educational and methodological management of internship is carried out by the corresponding departments. The head of the department is responsible for the completeness, quality and timeliness of the preparation of practical working programs and methodological materials. The content of internship is determined by the educational standards of the specialty, curricula and programs.

4.2. Control over the organization of the practice and the current certification of students is carried out by the curator of the internship (curator of the internship), who is appointed by the order of the vice-rector for academic affairs.

4.3. The organization and management of the internship, monitoring and evaluation of the process are carried out at the level of:

- I. K. Akhunbayev KSMA by competent associate professors and assistants of departments (curators of the internship) responsible for the organization and conduct of the practice;
- The base of the practice - the basic managers of the practice and mentors appointed by the internal order of the management of the base from among the qualified employees.

4.4. The curators of the internship conduct organizational meetings with the students before the start of the practice meetings on the procedure and conditions for practical training, the distribution of students, the maintenance of accounting documentation, forms and methods of certification based on the results of the practice.

4.5. 2 weeks before the start of the internship in the corresponding semester:

- Internship sector prepares draft orders on the organization of the practice, indicating the number of students, the base of practice, the type and duration of the internship, according to the work program and concluded contracts with the bases;
- the internship curators from KSMA check the readiness of the practice bases (Bishkek) for the admission of students, coordinate with the basic supervisors the working program, the calendar schedule of the practice, approve the list of students for the internship at the place of residence;

4.6. The terms of the internship are set in accordance with the curriculum and the annual calendar of the training schedule.

4.7. The duration of the practice cannot be reduced by increasing the working day, working on weekends, early termination of the working day, etc. In exceptional cases, it is possible to postpone the internship period for individual students if there is a valid reason and an application is submitted to the Vice-Rector for Academic Affairs, as well as approval with the relevant deans of faculties, the internship sector.

4.7. Assessment of the quality of internship, the knowledge and skills of students, according to the schedule, is carried out by the certification commission. The certification commission consists of teachers of the relevant departments, a representative of the internship sector and curators of the practice.

5. FUNCTIONS OF THE DIVISIONS PROVIDING THE ORGANIZATION AND CONDUCTING INTERNSHIP

5.1. Internship sector:

- annually conducts training seminars for supervisors and managers of the internship, according to the approved plan;
- monitors and evaluates the students' practical training, the work of the curators and managers of the practice;
- accepts a report on the results of the practice from the curators and managers of the internship;
- conducts course meetings of students on organizational and methodological issues and labor protection with the participation of the curators of the internship;

- provides students with methodological and instructional materials for practical training (diaries, journals of practical skills approved by the EMPC);
- prepares a summary report on the results of the practice, with an analysis of the problems of organizing and conducting the practice of students and recommendations for their elimination, presents it to the head of the EMO and the vice-rector for Academic Affairs;

5.2. Department of Research, Innovation and Clinical Work:

- interacts with the bases of practices on the issues of concluding contracts for the passage of practical training by students ;
- assesses the material and technical base, capabilities and resources of research and production technologies used in internship;
- ensure the timely conduct of the annual medical examination of students before passing the internship.

5.3. The deans of the faculties:

- keep records and control the list of students admitted to the practical training, who does not have academic debts and have passed a medical examination, according to the established schedule;
- provide the departments with appropriate forms for certification of the development of competencies in practice ;
- provide timely passage of the annual medical examination by students and registration of the results of the state of health of students.

5.4. Curators of internship (department):

- responsible together with the basic managers of the practice for the organization and conduct of internship and compliance with the rules of labor protection and safety by students;
- introduce students to the internship program and hold organizational meetings with students on practical training;
- design information stands at the department and on the website of the KSMA on the issues of practical training;
- monitor compliance with the terms of practice;
- assign students to practice bases and form groups;
- monitor the students ' completion of tasks as part of their internship;
- provide methodological assistance to basic practice managers;
- provide methodological assistance to students in completing certain types of work related to their future professional activities· '- monitor students ' attendance at the practice base units located in Bishkek;
- take part in the certification of students based on the results of practical training;
- prepare reports on the results of the practice, timely issue certification certificates sheets of development of competencies, test and examination sheets for practice and provides to the sector of internship.

5.5. Basic supervisors and mentors:

- Carry out general control over the course of the practice , coordinate joint actions of the KSMA and the internship base;
- Introduce students to the tasks, structure, functions and internal regulations of the practice base;
- Provide an opportunity for students to master practical skills, professional competencies, manipulations in accordance with the work program of the practice;
- Create the necessary conditions for students to obtain knowledge in the specialty during the internship, including providing students with the opportunity to use the available literature, documentation, organize seminars and consultations by leading specialists of the institution;
- Together with the curators, they are responsible for the safety of students undergoing practical training at the clinical base ;
- Ensure that students comply with production discipline, internal labor regulations, and report violations to the supervisor in all cases;
- Students ' diaries are signed daily and at the end of the practice they make up individual characteristics about the work of each student;

6. RIGHTS AND OBLIGATIONS OF STUDENT- INTERNS/PRACTICES

6.1. The trainee student must:

- before the start of the practice, in accordance with the established requirements, issue a medical record, pass a medical examination;
- report to the practice base in a timely manner, in accordance with the schedule of its passage;
- study and observe the rules of labor protection, safety and internal labor regulations in force on the basis of practice;
- perform the tasks provided for in the practice program in good faith, follow the instructions of the internship supervisor and the basic practice manager;
- regularly keep a diary in accordance with the practice program, in a timely manner prepare accounting documents;
- daily maintain the necessary documentation of the clinical base (1 hour of working time is allocated daily for maintaining documents);
- to work on the basis of practice no more than 30 hours a week;
- pass certification at the end of the internship according to the established schedule.

6.2. The trainee student/intern has the right to:

- combine training with work, take an internship in an organization at the place of work, if the professional activity carried out by them corresponds to the goals and work program of the internship;
- complete an internship in the regional clinical practice bases of the Kyrgyz Republic, as well as in medical institutions of the near and far abroad at the place of residence, when submitting a written application to the internship sector and subsequent online registration no later than 4 weeks before the start of the internship;

- students of all faculties have the right to study and practice for II-VI courses abroad within the framework of the international exchange program for medical students, according to the agreement with international partner universities, clinics, research institutes and selection criteria ;
- the student has the right to use the methodological literature of the clinical base and to take part in trainings , conferences, socially useful events.

7. DOCUMENTATION AND REPORTING ON INTERNSHIP

7.1. Direction. The student receives a referral to practice from the internship sector of KSMA, certified by the signature of the Vice-Rector for Academic Affairs, and provides the basic supervisor for practical training.

7.2. Application – in a case of students choosing, from the health care organization for sending the student to practice. In the case of the place of residence is not required.

7.3. Diary. During the internship, the student keeps a diary of the internship, where he daily records the completed work for the day. The internship supervisor/main supervisor/mentor from the base daily signs the diary.

7.4. Register. According to the results of the practice, the attestation commission according to all the requirements of the register of mastering practical skills evaluates students from the second to the sixth year of all faculties.

7.5. Certification is carried out at the Center for the Development of Clinical Skills and Assessment of Knowledge and internship according to the schedule drawn up by the internship and approved by the Vice-Rector for Academic Affairs.

Students who have fulfilled the requirements provided for by the SES HPE in the field of training (specialties) and successfully completed practical training. Students must have with them:

- diary of the internship, certified by the signature and seal of the head of the internship;
- a characteristic that reflects the level of mastering general professional and technical skills, professional competence, certified by the signature and seal of the head of the internship;
- register of practical skills development, certified by the signature of the internship supervisor;
- a record book;

The results of the certification in practice are written in the student's record book, the register of skills development, and the test and examination sheet prepared by the dean's office of the relevant faculty and certified by the dean's signature:

- The rating "unsatisfactory" is written only in the test and examination sheet. Failure to appear for certification is noted in the statement with the words "did not appear".
- An unsatisfactory result of certification or failure to appear for certification in practice within the established time frame is recognized as an academic debt.

7.6. A student who has not completed the internship program for a valid reason (due to illness, etc.), passes the internship extra-school hours, on the basis of a certificate from a medical institution and the application of the student himself without paying for admission.

7.7. A student who has completed less than 50 % of the internship program for a disrespectful reason must take a second internship course and liquidate the debt during the semester. For admission to repeat courses and elimination of academic differences, hours are paid according to the price list. Otherwise, the student is subject to expulsion from the academy, based on the report of the head of the internship sector signed by the Vice- Rector for Academic Affairs.

7.8. A student who does not complete the internship program for a disrespectful reason is subject to deduction for academic debt.

7.9. Students reinstated from academic leave, or due to expulsion, in coordination with the relevant Dean's offices, internship, the Vice-rector for academic Affairs, internship can be credited, if students informed intermediate passed the certification of relevant practice, as reflected in record book and the student's file.

7.10. Student with specialized secondary professional education or experience practical work on the profile of training, as well as transferred from another University through this practice, based on previous certification has the right to confirmation of the standings on practical training and certification in the presence of:

- Visa of Dean, internship sector, Vice-rector for academic work;
- copies of the document on secondary professional education;
- copies of the employment record and (or) a certificate from the place of work (if available);
- copies of the academic certificate (if available).

7.11. If an academic difference is identified, the transferred and reinstated students are required to complete the internship in full extra- school hours - on weekends, vacation time, or in the form of night shifts (at the student's choice and application to the internship sector).

7.12. At the end of the internship, the supervisors submit the test sheets and the report on the passage of the internship of the established sample to the sector of the internship within 14 days.

7.13. The head of the internship sector summarizes the results of the internship on reports of managers and prepares an analytical report on its results.

7.14. The diaries of students ' practical training after passing the test are stored at the KSMA internship sector until the end of the course of study.

8.0. FINAL CONTROL AND CRITERIA FOR AWARDING POINTS FOR INTERNSHIP

The final score on the internship is displayed as the arithmetic mean of the 2 components:

1. CS – current score-assessment of the register of practical skills development (deduction of the arithmetic mean from the assessments)
2. AS – attestation score - an assessment received for demonstrating practical skills during certification at the CDCSKA (deducing the arithmetic mean from the assessments)

With the subsequent transfer to the 100-point system according to the table (appendix No. 2)

$$E = (CS + AS) : 2$$

For example:

$$CS = (5+4+4+ 3):4 = 16:4 = 4.$$

$$AS = (5+5+4):3 = 14:3 = 4,6.$$

Substitute into the above formula:

$$E = (4+4,6):2=4,3$$

4,3 (according to the 5-point system)= 86 (according to the 100-point system)

- excellent (5 points)- the student has a systematic knowledge of theoretical knowledge (knows the methodology of performing practical skills, indications and contraindications, possible complications, standards, etc.), demonstrates independently without errors the implementation of practical skills;
- good (4 points) - the student has theoretical knowledge (knows the method of performing practical skills, indications and contraindications, possible complications, admitting some inaccuracies (minor errors), which he independently detects and quickly corrects;
- satisfactory (3 points) - the student has satisfactory theoretical knowledge (knows the main provisions of the methodology for the implementation of practical skills, indications and contraindications, possible complications, standards, etc.), demonstrates the implementation of practical skills, allowing admitting some mistakes that can be corrected by the teacher;
- unsatisfactory (2 points) - the student does not have a sufficient level of theoretical knowledge (does not know the methods of performing practical skills, indications and contraindications, possible complications, standards, etc.) and/or cannot independently demonstrate practical skills or fulfills them, making mistakes.

9. MATERIAL SUPPORT OF THE INTERNSHIP

9.1. Payment to the curators of the internship is carried out in accordance with the staffing schedule for the departments for conducting the internship.

9.2. Remuneration of employees of healthcare organizations for the management of internship and repeated course of internship is made from the funds of these organizations in accordance with the procedure provided for by the legislation of the Kyrgyz Republic.

9.3. Travel of students to the place of internship and back by rail, road transport in urban and suburban transport is paid for students at the expense of personal funds (when passing an internship at the place of permanent residence or in Bishkek).

9.4. At the practice bases, that are state institutions, students ' practice is carried out free of charge. Students who are accepted for paid work during the internship period daily allowances are not paid. Students, during the period of practical training, retain the right to receive a scholarship.

9. 5. The duration of the practice management is determined by the KSMA and should not exceed the amount of time provided for in the curriculum for practice, regardless of whether students practice at one or more clinical practice bases.

10. THE USE OF REMOTE/DISTANCE TECHNOLOGIES AT INTERNSHIP (IN THE CONDITIONS OF EXTRAORDINARY SITUATIONS)

10.1. The sector of internship in order to optimize and improve the quality of internship, as well as for the timely completion of practical training of students in the conditions of emergency:

- regularly trains curators and managers of internship to use remote technologies at internship;
- provides software for the implementation of the educational process using remote educational technologies of KSMA;
- 'provides operational access to the electronic portal of remote support and educational and methodological resources;
- forms an electronic library: educational and methodological complexes, including practical manuals, technological maps, training computer programs, computer laboratory workshops, control and testing sets, educational videos , audio recordings, etc.

10.2. Curators of internship using information and communication technologies of distance learning; develop practical manuals, technological maps, create video lectures, video films of practical lessons, presentations, online tests for evaluating and controlling the quality of training; conduct webinars in real time with the use of models, laboratory equipment, etc.

Director of CDCSKA and Internship

Niyazbekov K.I.

The converting table from a 5-point to a 100-point grading system for students.

5- point system	100-point system	More than 4
5,00	100	excellent
4,90	98	excellent
4,80	96	excellent
4,70	94	excellent
4,60	92	excellent
4,50	90	excellent
4,40	88	excellent
4,30	86	excellent
4,20	84	good
4,10	82	good
4,00	80	good
3,90	78	good
3,80	76	good
3,70	74	satisfactory
3,60	72	satisfactory
3,50	70	satisfactory
3,40	68	satisfactory
3,30	66	satisfactory
3,20	64	satisfactory
3,10	62	satisfactory
3,00	60	satisfactory



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APPROVAL SHEET

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Terms:

MES KR - Ministry of Education and Science of the Kyrgyz Republic.

SES HPE – State Educational Standard of Higher Professional Education.

CDCSKA IS – Centers for the development of clinical Skills, knowledge assessment and internship.

IS - internship .

CS - current score

AS- attestation score